

**Department of Transportation**

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**gwinnettcountry**

**REQUEST TO LOCATE TELECOMMUNICATIONS STRUCTURE  
IN GWINNETT COUNTY RIGHT-OF-WAY**

Date: \_\_\_\_\_ Company Name: \_\_\_\_\_

Request By: \_\_\_\_\_

Title: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

24-hour Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

Location of work to be performed: \_\_\_\_\_

*Note to Applicant:* A permit fee, which may vary with the scope and complexity of the project, must be paid prior to permit issuance.

**MINIMUM INFORMATION REQUIRED TO INITIATE A REVIEW**

1. A description of the proposed telecommunications facility. Describe co-locations on existing structures or buildings or if the construction of a new telecommunication structure is proposed. Simulated images of the proposed facility should be provided.
2. Provide a detailed site plan to include the following:
  - a. Proposed height of structure(s)
  - b. Distance of structure to face of curb
  - c. Roadway name(s)
  - d. Right-of-way from centerline dimension
  - e. Centerline to back of curb or edge of pavement dimension
  - f. Horizontal distance between the proposed telecommunication structure and any nearby towers and other vertical structures

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- g. Distance to nearest residence and to nearest residentially zoned parcel
  - h. Distance to nearest parcel on which a public school is located
  - i. Right-of way width and location of structure in relation to right-of way
  - j. Address, parcel id, zoning and ownership info of all adjoining parcels and all parcels within 500 feet of the proposed structure location
  - k. North arrow
  - l. Show all existing drainage structures, utility lines, and utility structures
  - m. Delineate and identify limits of disturbance for installation
3. A location map and inventory of co-location site options that have been considered.
4. Estimate the total number of telecommunication structures required.
5. Describe the existing and future land use of affected area.
6. If a new telecommunication structure is to be located near within 500 feet of land zoned for residential use or a school, a detailed rationale for the necessity of this location should be provided. Provide a location map showing the horizontal distance between the proposed telecommunication structure and the nearest residential or school zone.
7. Provide the analysis used to determine chosen site. If the construction of a new telecommunication structure is proposed, explain why existing structures are unsuitable for this application. At a minimum, the analysis should address the following:
  - a. Distance from residential or on land where a public school is located;
  - b. Distance from environmentally sensitive land use areas;
  - c. Distance from listed historical buildings and sites;
  - d. Potential of structure to obscure public views and vistas of important natural or cultural significance and mitigation plan;
  - e. Identification natural hazards and mitigation plan.
  - f. Aeronautical obstruction and any FAA required permits and mitigation anticipated.
  - g. Provide a maintenance plan specific to the proposed telecommunications facility.
8. Describe measures to be used to mitigate the visual impact of the structure, if applicable.
9. Provide Property Owner's Authorization to submit a permit application.
10. A full-size hard copy and a digital version of all documents must be submitted.